beta

fdms.gov
Your Agency's Docket Management System

FDMS Version 4.2 Functionality Release Notes

Release Date: December 15, 2012

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E·GOV

Contents

Release Summary

The FDMS.gov Beta release 4.2 is being implemented to provide users with additional functionality in the Beta environment including the introduction of Add Docket, Add Document and Add Attachment functionality. Inherent to that functionality is also the ability to upload a file through the Beta application. The primary changes to FDMS.gov Beta for this release include the following:

- Add Docket
- Add Document
- Add Attachment
- Replace File
- Add Rendition
- Document Legacy ID Search
- Document Subtype Default

Add Docket

- Agency Administrators, Docket Managers, and Records Managers have the ability to add a Docket.
- After adding a Docket, the user will see the Docket Details page to update any additional metadata.
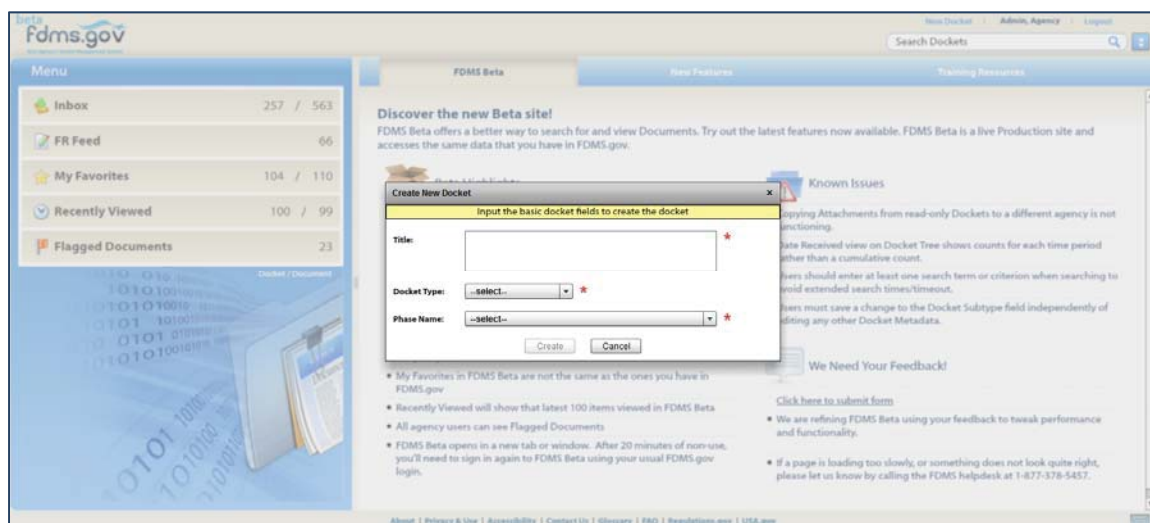

Figure 1 - Add Docket Link

Figure 2 - Add Docket Pop up Window

Add Document

- Users with permissions/assignments to a particular Docket have the ability to add a Document to that Docket.
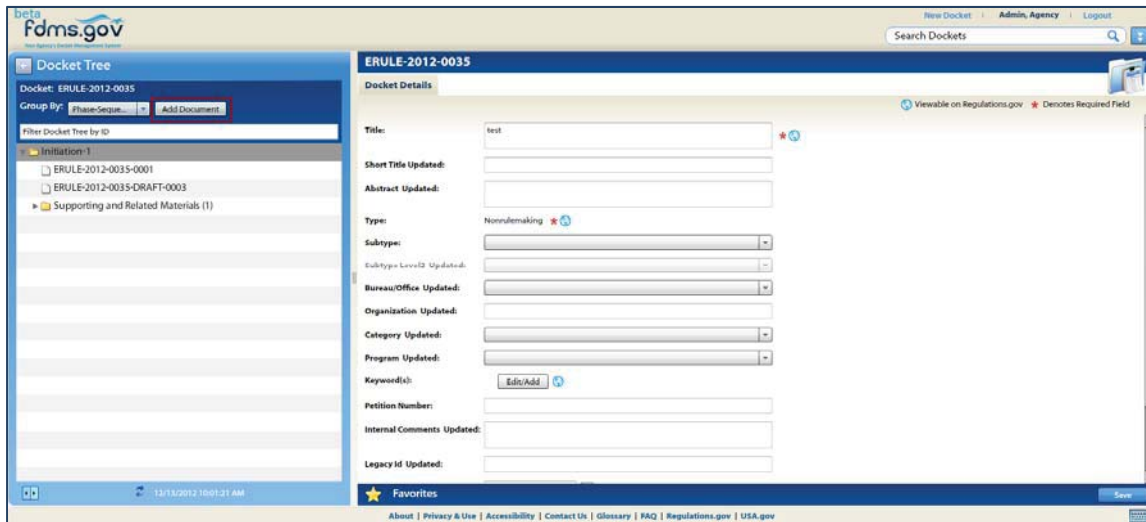- After adding a Document, the user will see the Document Details page to update any additional metadata.
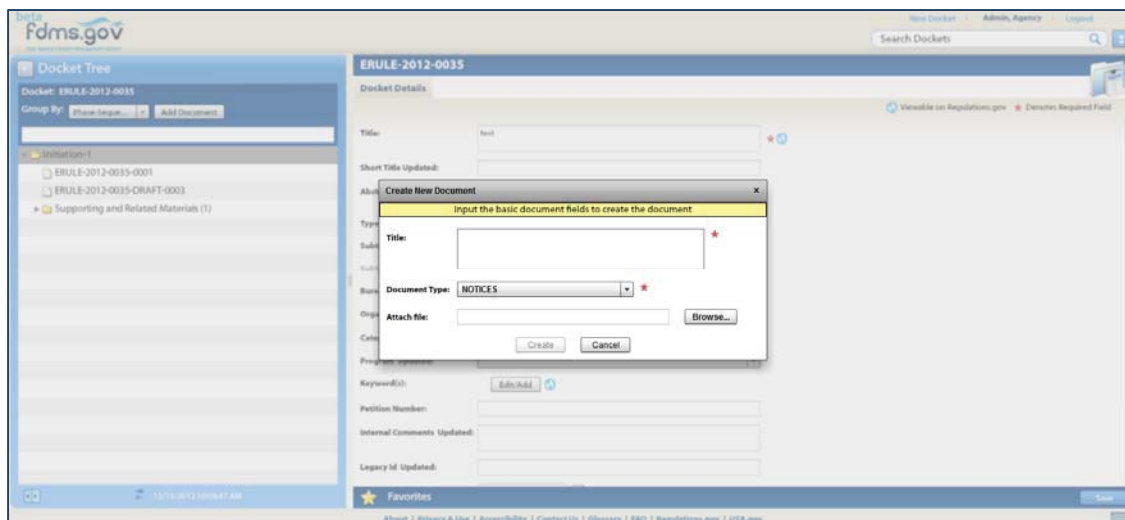

Figure 3 - Add Document Link

Figure 4 - Add Document Pop up Window

Add Attachment

- Users with permissions/assignments to a particular Document have the ability to add one or more Attachments to that Document.
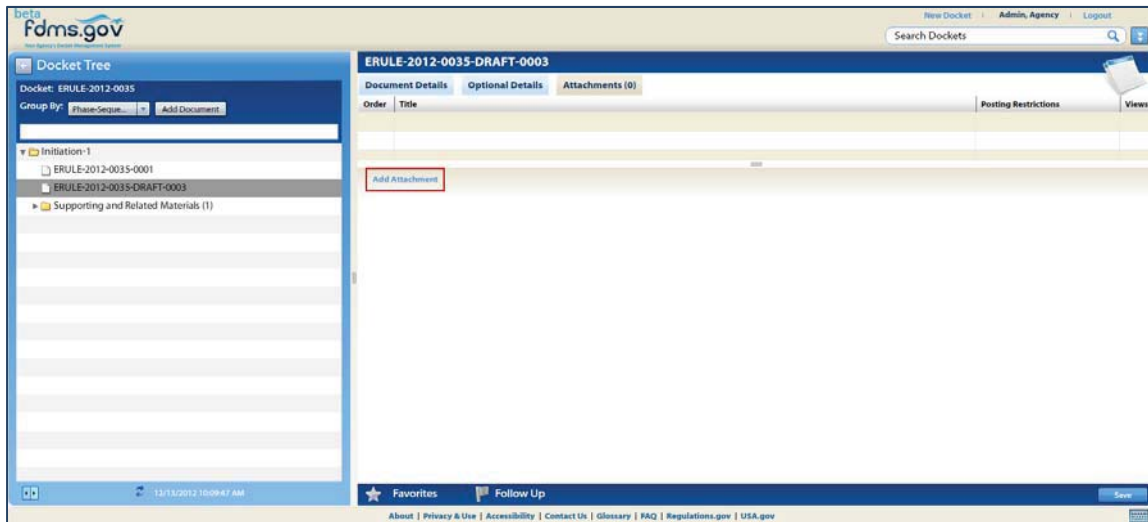- After adding an Attachment, the user will see the Attachment Details page to update any additional metadata.

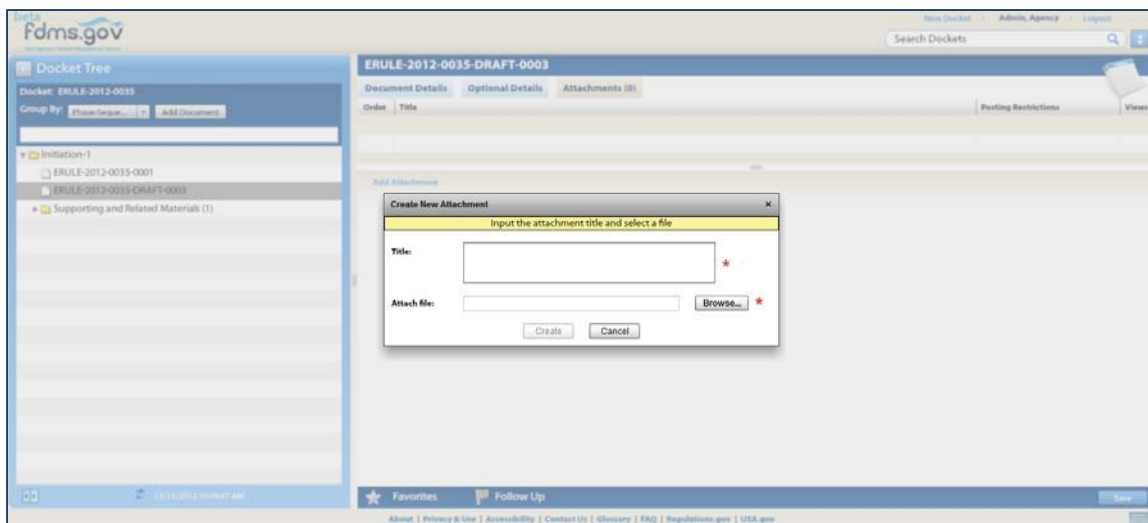**Figure 5 - Add Attachment Link**

Figure 6 - Add Attachment Pop up window

Replace File

- Users with permissions/assignments to a particular Document or Attachment have the ability to replace the file through the appropriate Actions dropdown.
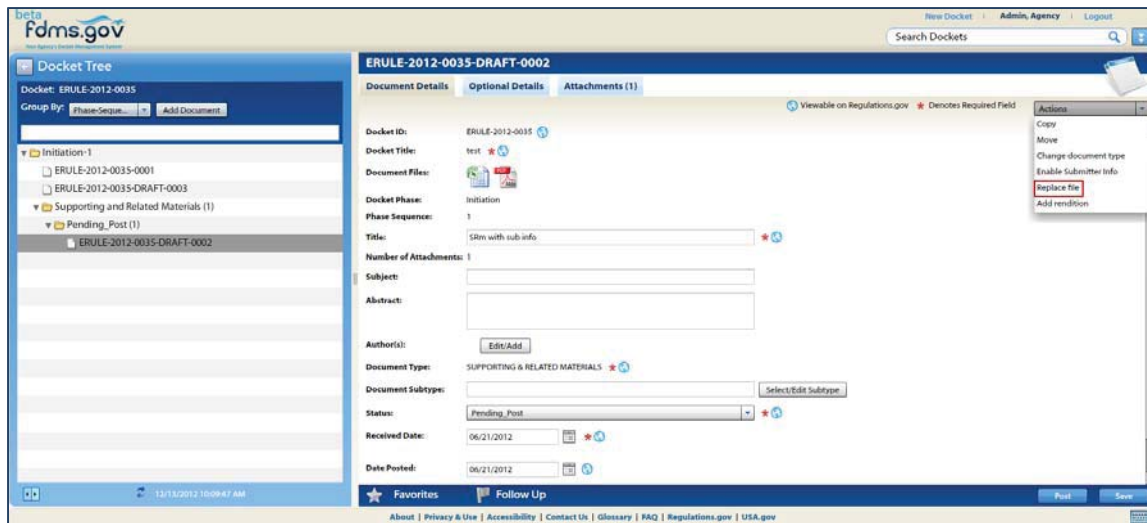

Figure 7 - Replace File Action

Add Rendition

- Users with permissions/assignments to a particular Document or Attachment have the ability to add an additional rendition of a file.
  - The system will automatically generate a PDF rendition upon creation if the file is one of the comment types that are rendered to PDF (i.e., Word, etc).
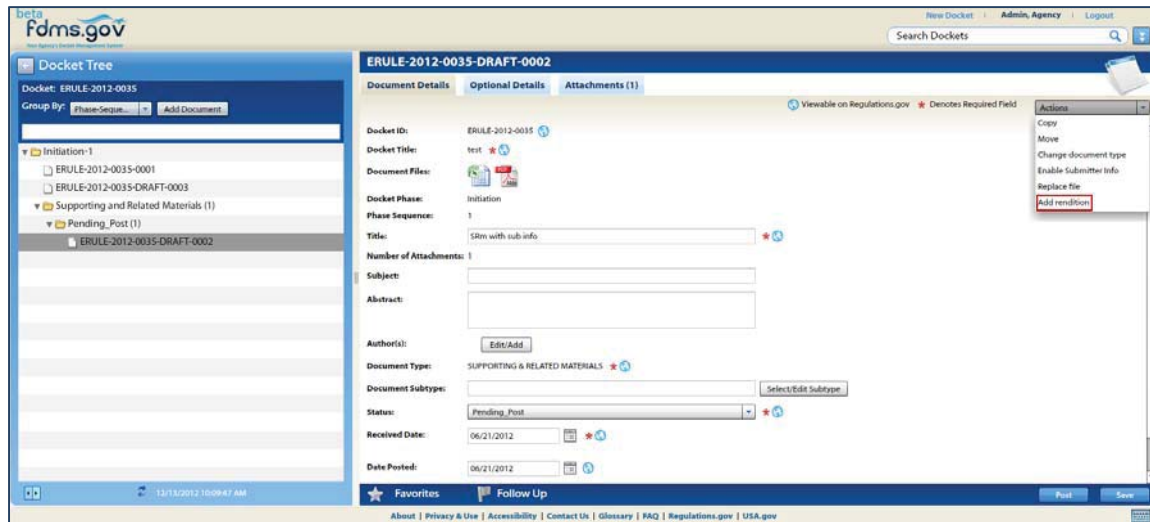

Figure 8 - Add Rendition Action

Document Legacy ID Search

- The option to search by Document Legacy ID has been added to the Search Options.

Figure 9 - Document Legacy ID Search Option

Document Subtype Default

- The system will not populate the Document Subtype with the Agencies Default value during Document creation.
  - o If Document Subtype is an agency required field, users will need to select one prior to prior to saving other metadata changes.

Figure 10 - Document Subtype Default

Known Issues in this Release

- Users may experience performance issues when uploading large files
- Instant Notifications for Add Documents are not functioning for Documents added in the 4.2 environment